

**MINUTES OF A WORK SESSION MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON MAY 15, 2018 AT 160 HALSTED STREET, EAST ORANGE, NEW JERSEY.**

**1. OPEN PUBLIC MEETING ACT & ROLL CALL**

The meeting was called to order at 6:25 PM by Chairperson Shaw. The Open Public Meeting Act was read by the Recording Secretary.

**PRESENT:**

Chairperson Fred Shaw  
Vice-Chairman W.G. Harris  
Commissioner Cassandra Chatman  
Commissioner Walter Waters

**ABSENT:**

Commissioner Keely Freeman (excused)  
Commissioner Wanda Watson (excused)  
Commissioner Joshua Brown (excused)

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
Ms. Elena Coley, Dir. Of Operations  
Ms. Yadira Duran, Esq., Legal Counsel

**2. OPEN DISCUSSION**

There was a discussion regarding the bed bug problem. Ms. Coley stated there will be a tenant awareness program to address the issue on May 25th.

Commissioner Harris asked about the two positions that were filled on the administration report. Mr. Gill responded a full-time and part-time have been filled. A decision was not made on the supervisory position and Kaseema is still working in the position.

Commissioner Harris asked about the problems with the Tenants Associations in both buildings. Mr. Gill responded there was a leak in the kitchen that spread into the tenants association and some materials got wet.

Commissioner Harris asked about why the court dates are being adjourned. Ms. Duran responded that usually someone cannot make a court date. There was further discussion regarding status of the cases.

Commissioner Shaw asked about the Ford Taurus. Mr. Gill said there are many things wrong with the car and it will take time to fix it. There was discussion regarding maintenance on the car.

### **3. ADJOURNMENT**

Work Session adjourned at 6:59 PM.

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE EAST ORANGE HOUSING AUTHORITY, HELD ON MAY 15, 2018 AT 160 HALSTED STREET, EAST ORANGE, NEW JERSEY.**

The Board of Commissioners of the Housing Authority of the City of East Orange met in a Regular Meeting at 160 Halsted Street, East Orange, New Jersey, on the 15<sup>th</sup> day of May, 2018, the place, date and hour duly established for the holding of such meeting. Chairperson Fred Shaw called the meeting to order at 7:00 PM.

The Recording Secretary stated that this meeting is being conducted in conformity with the Open Public Meeting Act. Notice of this Regular Meeting was e-mailed to Worrell Community Newspapers (East Orange Record) and NJ Advance Media on Tuesday, December 15, 2017. The notice was also faxed to the City Clerk Office and Public Information Office of the City of East Orange on Wednesday, December 27, 2017. The notice was posted at the administrative office and the Authority's two public housing developments on Thursday, December 28, 2017.

**PRESENT:**

Chairperson Fred Shaw  
Vice-Chairperson W.G. Harris  
Commissioner Walter Lewis Waters  
Commissioner Cassandra Chatman

**ABSENT:**

Commissioner Keely Freeman (excused)  
Commissioner Joshua Brown (excused)  
Commissioner Wanda Watson (excused)

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
Ms. Elena Coley, Dir. Of Operations  
Ms. Kassema Jones, Project Manager  
Ms. Yadira Duran, Esq., Legal Counsel  
Mr. William Jones, Consultant (arrived 7:05 PM)

**PUBLIC NOTICE OF REGULAR MEETING**

**TO: BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE, CITY CLERK OF EAST ORANGE, EAST ORANGE RECORD AND NEWARK STAR LEDGER**

Notice is hereby given pursuant to the Open Public Meetings Act, that a Regular Meeting of the Board of Commissioners of the Housing Authority of the City of East Orange, will be held on Tuesday, May 15, 2018, at 7:00 p.m. at 160 Halsted Street, East Orange, New Jersey for the purpose of acting upon:

- 2018-18 RESOLUTION RATIFYING THE EXECUTIVE DIRECTOR TO ENTER INTO A 18 MONTH LEASE AGREEMENT WITH 7 GLENWOOD AVE. ASSOC. LLC FOR HOUSING AUTHORITY ADMINISTRATIVE OFFICE FOR THE PERIOD JULY 1, 2018 TO DECEMBER 31, 2019, WITH A MONTH TO MONTH OPTION THEREAFTER, AT A COST OF \$22 PER SQUARE FOOT FOR 2,712 SQUARE FEET OR \$90,390 PLUS LEASEHOLD IMPROVEMENT COSTS OF \$4,000**
- 2018-19 AUTHORIZING OR RATIFYING PAYMENT OF THE BILL LIST FOR THE MONTH OF APRIL 2018**
- 2018-20 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A SERVICE CONTRACT AND MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EAST ORANGE AND THE EAST ORANGE HOUSING AUTHORITY TO COMPLETE A PUBLIC HOUSING MODERNIZATION RENTAL REHABILITATION PROJECT FOR INCOME ELIGIBLE EAST ORANGE RESIDENTS**
- 2018-21 RESOLUTION AUTHORIZING SHONETTE TROTMAN TO ATTEND NAN MCKAY SEMINAR AND EXAM ON HOUSING CHOICE VOUCHER SPECIALIST IN HARTFORD, CT, MAY 21-25, 2018**
- 2018-22 RESOLUTION AUTHORIZING THE EAST ORANGE HOUSING AUTHORITY TO SOLICIT BIDS FOR SALE AN INOPERABLE VEHICLE**

- 2018-23 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE A FLEET VEHICLE THROUGH THE HUD APPROVED STATE PROGRAM
- 2018-24 RESOLUTION AUTHORIZING COMMISSIONER WANDA WATSON AND COMMISSIONER CASSANDRA CHATMAN TO ATTEND THE NAHRO SUMMER CONFERENCE IN SAN FRANCISCO, CA, JULY 27-29, 2018
- 2018-25 RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE 2018 SUMMER SCHEDULE
- 2018-26 RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE TO PARTICIPATE IN THE CITY ANNUAL MEMORIAL DAY PARADE
- 2018-27 RESOLUTION FOR EOHA TO IMPLEMENT A SMOKE FREE POLICY EFFECTIVE JULY 31, 2018

And for the purpose of transacting any other business related hereto or which may properly come before each meeting.

1. **OPEN PUBLIC MEETING ACT and ROLL CALL**

**PRESENT:**

Chairperson Fred Shaw  
Vice-Chairperson W.G. Harris  
Commissioner Cassandra Chatman  
Commissioner Walter Lewis Waters

**ABSENT:**

Commissioner Keely Freeman (excused)  
Commissioner Joshua Brown (excused)  
Commissioner Wanda Watson (excused)

**ALSO PRESENT:**

Mr. Wilbert Gill, Executive Director  
Ms. Elena Coley, Dir. Of Operations  
Ms. Kassem Jones, Project Manager  
Ms. Yadira Duran, Esq., Legal Counsel  
Mr. William Jones, Consultant (arrived 7:05PM)

2. **MINUTES**

**MOTION:** Commissioner Harris moved to approve the minutes of the previous meeting in April of 2018. Commissioner Waters seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.  
Nays: None.  
Abstentions: None.

The resolution was approved 4-0-0.

3. **APPROVAL OF THE BILLS**

**MOTION:** Commissioner Harris moved to approve

the payment of bills. Commissioner Chatman seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The resolution was approved 4-0-0.

**4. VISITORS**

**Kevin Childs**, new Section 8 Inspector, introduced himself to the Commissioners.

**Jorge Penafiel**, new Section 8 Inspector, introduced himself to the Commissioners.

**Philip Britains**, project development manager, introduced himself to the commissioners

**5. REPORTS**

**COMMITTEE REPORTS**

**REAL ESTATE DEVELOPMENT:** There was no report.

**FINANCE:** There was no report.

**BUILDINGS & GROUNDS:** There was no report.

**BY-LAWS & PROCUREMENT:** Commissioner Chatman reported that there was a meeting and discussion regarding sharing services. Also, there was discussion regarding swearing in new commissioners; a board retreat; and sending

electronic documents.

(Ajah Baldwin and Casim Gomez, Mayor's Liaisons,  
arrived at the meeting at 7:23PM)

**PERSONNEL:** There was no report.

**NON-PROFIT COMMITTEE:** There was no report.

#### **EXECUTIVE DIRECTOR**

The report stood. Mr. Gill highlighted his report  
and the reports of the departments.

Ms. Kassem Jones covered the status of the RAD  
conversion.

#### **LEGAL REPORT (Board Attorneys)**

There was no report.

#### **6. OLD BUSINESS**

There was no Old Business.

#### **7. NEW BUSINESS**

There was no New Business.

#### **8. RESOLUTIONS**

**2018-18 RESOLUTION RATIFYING THE EXECUTIVE DIRECTOR TO  
ENTER INTO A 18 MONTH LEASE AGREEMENT WITH 7  
GLENWOOD AVE. ASSOC. LLC FOR HOUSING AUTHORITY**



**ADMINISTRATIVE OFFICE FOR THE PERIOD JULY 1,  
2018 TO DECEMBER 31, 2019, WITH A MONTH TO MONTH  
OPTION THEREAFTER, AT A COST OF \$22 PER SQUARE  
FOOT FOR 2,712 SQUARE FEET OR \$90,390 PLUS  
LEASEHOLD IMPROVEMENT COSTS OF \$4,000**

Commissioner Waters moved to approve.  
Commissioner Harris seconded.

Commissioner Harris asked about the \$4,000. Mr.  
Gill responded that it is for carpet and initially it  
was \$7,500.00.

**ROLL CALL:**

Ayes: Waters, Chatman, Harris, Shaw.  
Nays: None.  
Abstentions: None.

The resolution was approved 4-0-0.

**2018-20 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR  
TO ENTER INTO A SERVICE CONTRACT AND MEMORANDUM  
OF UNDERSTANDING BETWEEN THE CITY OF EAST  
ORANGE AND THE EAST ORANGE HOUSING AUTHORITY TO  
COMPLETE A PUBLIC HOUSING MODERNIZATION RENTAL  
REHABILITATION PROJECT FOR INCOME ELIGIBLE EAST  
ORANGE RESIDENTS**

Commissioner Harris moved to approve.  
Commissioner Waters seconded. There were no questions.

Commissioner Harris asked about the breakdown of  
costs. Mr. Gill responded it is \$40,000 per unit.

**ROLL CALL:**

Ayes: Waters, Chatman, Harris, Shaw.  
Nays: None.  
Abstentions: None.

The resolution was approved 4-0-0.

**2018-21 RESOLUTION AUTHORIZING SHONETTE TROTMAN TO ATTEND NAN MCKAY SEMINAR AND EXAM ON HOUSING CHOICE VOUCHER SPECIALIST IN HARTFORD, CT, MAY 21-25, 2018**

Commissioner Waters moved to approve.  
Commissioner Chatman seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The resolution was approved 4-0-0.

**2018-22 RESOLUTION AUTHORIZING THE EAST ORANGE HOUSING AUTHORITY TO SOLICIT BIDS FOR SALE AN INOPERABLE VEHICLE**

Commissioner Waters moved to approve.  
Commissioner Harris seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The resolution was approved 4-0-0.

**2018-23 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE A FLEET VEHICLE THROUGH THE HUD APPROVED STATE PROGRAM**

Commissioner Waters moved to approve.

Commissioner Harris seconded.

Commissioner Harris asked if you have options regarding cars to purchase. Mr. Gill responded it is usually Ford. Mr. Jones responded because it is a state contract it depends on what is available. There was discussion regarding a state maintenance program.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The resolution was approved 4-0-0.

**2018-24 RESOLUTION AUTHORIZING COMMISSIONER WANDA WATSON AND COMMISSIONER CASSANDRA CHATMAN TO ATTEND THE NAHRO SUMMER CONFERENCE IN SAN FRANCISCO, CA, JULY 27-29, 2018**

Commissioner Harris moved to approve.

Commissioner Waters seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.

Nays: None.

Abstentions: None.

The resolution was approved 4-0-0.

**2018-25 RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF EAST ORANGE 2018 SUMMER SCHEDULE**

Commissioner Harris moved to approve.

Commissioner Waters seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.

Nays: None.  
Abstentions: None.

The resolution was approved 4-0-0.

**2018-26 RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF  
THE CITY OF EAST ORANGE TO PARTICIPATE IN THE  
CITY ANNUAL MEMORIAL DAY PARADE ON MAY 28, 2018**

Commissioner Waters moved to approve.  
Commissioner Harris seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Chatman, Harris, Shaw.  
Nays: None.  
Abstentions: None.

The resolution was approved 4-0-0.

**2018-27 RESOLUTION FOR EOHA TO IMPLEMENT A SMOKE FREE  
POLICY EFFECTIVE JULY 31, 2018**

Commissioner Waters moved to approve.  
Commissioner Chatman seconded. There were no  
questions.

ROLL CALL:

Ayes: Waters, Chatman, Shaw.  
Nays: Harris.  
Abstentions: None.

The resolution was approved 3-1-0.

**9. EXECUTIVE SESSION**

The following statement was read prior to Executive Session...

BE IT HEREBY RESOLVED that, pursuant to Chapter 231, P.L., 1975 of the laws of the State of New Jersey, the "Open Public Meeting Act", the East Orange Housing Authority meets in closed session for the purpose of matters of confidentiality and attorney/client privilege. It is expected that the matters discussed in this closed session can be made public at the time that the need for confidentiality no longer exists.

Commissioner Waters moved to go into Executive Session to discuss confidential personnel, contract and litigation issues. Commissioner Chatman seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Harris, Chatman, Shaw.

Nays: None.

Abstentions: None.

The motion carried 4-0-0. The Commissioners went into Executive Session at 8:05 PM.

**MOTION:** Commissioner Freeman moved to return to open session, after discussing personnel and litigation matters. Commissioner Waters seconded. There were no questions.

ROLL CALL:

Ayes: Waters, Harris, Chatman, Shaw.

Nays: None.

Abstentions: None.

The motion carried 4-0-0. The Commissioners returned to Open Session at 8:35 PM.

**9. ADJOURNMENT**

**MOTION:** Commissioner Waters moved to adjourn.  
Commissioner Watson seconded. There were no questions.

By unanimous acclamation, the meeting was  
adjourned at 8:37 PM.